

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 0027804	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation					001
4. SUPERVISOR'S RECOMMENDATION Information Technology Specialist (SYSADMIN/NETWORK)		GS	2210	14	
5. ORGANIZATIONAL TITLE OF POSITION (If any)			6. NAME OF EMPLOYEE Nathaniel James		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. HQ Desktop Development Branch		
b. Office of Environmental Information			f.		
c. Office of Technology Operations and Planning			g.		
d. HQ & Desktop Services Division			h. EPAYS Organization Code 28234000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible.					
a. Typed Name and Title of Immediate Supervisor Elizabeth Hearn, Chief of HDSDB			d. Typed Name and Title of Second-Level Supervisor Myra Galbreath, Director of HDSD		
b. Signature <i>Elizabeth Hearn</i>		c. Date 7-18-02	e. Signature <i>William J. Brere</i>		f. Date 7/19/2002
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code
d. Bargaining Unit Code 0011	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>Lisa Madison</i>		g. Date 9-20-02
11. REMARKS (none)					

Moderate risk

INFORMATION TECHNOLOGY SPECIALIST(SYSADMIN/NETWORK)
GS-2210-14

INTRODUCTION

This position is located in the Desktop Systems Development Branch (DSDB), Headquarters Desktop Services Division (HDSD), Office of Technology Operations and Planning (OTOP), Office of Environmental Information (OEI), Environmental Protection Agency (EPA). Incumbent serves as a Information Technology Specialist (Systems Administration/Network Services) and provides authoritative information technology expertise to enable the branch to perform its mission.

DSDB sets appropriate standards, operating procedure, and provides the delegations and guidance necessary to ensure that Agency employees are provided with effective and efficient modern tools for desktop personal computer use, for programmatic and administrative applications. Functions of the Branch are as follows: (1) develops, operates and manages the Agency's Administrative systems; (2) provides internet/web development for the Agency; (3) provides desktop and network enhancement, operational, and management support for OEI staff; and (4) evaluates and recommends technology enhancements for the Agency's Local Technology Infrastructure. (Additional details are contained in DSDB's and HDSD's functional statements).

DUTIES

Incumbent is required to work closely with computer experts and specialists from the Agency, the National Institute of Standards and Technology, the Department of Commerce and the National Security Agency, where appropriate.

--Serves as one of the Branch's senior information technology experts and provides authoritative information technology expertise and support to develop and coordinate Branch efforts for the following functions: (1) develops, operates and manages the Agency's Administrative systems; (2) provides internet/web development for the Agency; (3) provides desktop and network enhancement, operational, and management support for OEI staff; and (4) evaluates and recommends technology enhancements for the Agency's Local Technology Infrastructure. This also involves working with Branch subject matter experts and specialists to ensure Branch IT security systems meet all the requirements for security management, utilization and operation of data processing and data communications resources as mandated by the Computer Security Act of 1987.

--Incumbent installs, configure, troubleshoots, and maintains hardware and software to ensure the availability and functionality of systems.

--Incumbent tests, installs, configure, and maintains networks including hardware (servers, hubs, bridges, switches, and routers) and software that permit the sharing and transmission of information.

--Reviews data systems, articles and other information and information technology related systems for publication; writes substantive analyses and comments; provides comments and information to management, reviewers, external users.

--As one of the Branch's information technology experts, provides support for Branch efforts to: (1) ensure NIST's standards and guidelines for Federal computer systems as promulgated by Secretary of Commerce under section 111(d) of the Federal Property and Administrative Services Act of 1949 are complied with to assure the cost-effective security and privacy of sensitive information in Federal/Agency computer systems is protected from unauthorized disclosure; (2) provide technical expertise to develop Agency, OEI, OTOP and HDSD plans for use by operators of Federal computer systems that contain sensitive information; and (3) provide expertise and support to develop and implement Agency/OEI/OTOP/HDSD mandatory periodic training for all persons involved in the management, use or operation of Federal computer systems that contain sensitive information.

--Provides subject matter expertise and advice to management on security revamp projects. This includes minicomputers, LAN and microcomputer security issues, their resolution, and implementation of proposed changes. This involves working closely with Agency subject matter experts and specialists as well as Agency private contractors to develop policies and procedures to safeguard the collection, use and storage of electronic and optical disks and other emerging forms of industry business information data required to meet the Agency's operational requirements. Interviews violators (EPA and EPA contractor), superiors and other management and non-management officials to develop reports which detail recommendations on corrective actions and penalties to be assessed to superiors and other management officials. Incumbent also provides computer systems support to direct the use of microcomputers within the Branch, including software and hardware procurement, security, use of Local Area Network technology and recommending software for purchase as well as hardware configurations.

--Reviews statistical data, making recommendations to supervisor of current and future security needs for IT requirements for Branch activities. Develops and recommends supporting justifications for proposed agreements and prepares position papers for the use of his/her supervisor in his/her dealings with higher management levels in the Agency. Reviews.

IT site requirements and, if appropriate, prepares recommendations for supervisor's use to update Branch/HDSD facilities to meet OTOP/HDSD requirements.

--Performs analyses and works as a team leader/member of a team of Agency specialists (information technology specialists, environmental protection specialists and other Agency/Federal subject matter specialists) to develop overall approaches and standards to develop new or improve IT security systems for existing data processing systems and applications.

--Provides subject matter expertise for Branch and Division efforts to plan for, develop and implement its responsibilities to support the Agency's ADP Disaster Recovery Plan. This involves working closely with Agency's subject matter experts and specialists, hardware and software, to plan for, develop and implement the OTOP portion of the Plan and to ensure Agency policies and procedures to safeguard security information is strictly complied with in all phases of NTSD IT requirements. This also involves reviewing contractor's ADP Disaster Recovery Plan to ensure the plan in place to meet Agency standards.

--Attends meetings, conferences, seminars, etc., sponsored by Branch, HDSD, OTOP, OEI, Agency, other Federal agencies and private industry, as Branch, HDSD, OTOP, OEI or Agency representative, to represent HDSD, OTOP, OEI, Agency and supervisor's areas of interest and to maintain working a knowledge of information technology, including security, telecommunications, hardware, software and emerging technologies to be conversant and able to provide management with up-to-date information and options.

Has the authority to commit the Branch, HDSD, OTOP, OEI or the Agency to a course of action in functional areas of responsibility.

--Performs other related duties as assigned.

Factor 1, Knowledge Required by the Position - Level 1-8 (1550 points)

Mastery of, and skill in applying: (1) systems administration and systems engineering theories, concepts, and methods; (2) interrelationships of multiple IT disciplines; (3) modeling and simulation tools; (4) the enterprise IT architecture; and (5) new systems administration developments.

Sufficient to: (1) generate and run simulation models for future applications; and (2) evaluate and verify impacts on the current and planned enterprise IT architecture.

Mastery of, and skill in applying: (1) network management methods; (2) network enterprise architecture; (3) bandwidth management concepts; (4) work flow concepts; (5) IT security methods; (6) agency-level business and mission requirements; and (7) project management principles.

Sufficient to manage a large and complex network including: (1) conducting cost-benefit analyses and total cost of ownership and capacity studies; (2) establishing routing schema; (3) establishing security practices; (4) developing contingency and recovery plans; (5) maintaining directory services; (6) managing domain name services; (7) providing intranet, Internet, or extranet gateways; and (8) coordinating other actions to ensure the implementation of networks that support mission requirements.

Familiarity with work processes and terminology in the application area and the Agency's organization and structure sufficient to recognize problem areas, overlap or duplication in data elements and determine coordination required to resolve problems. Knowledge in computer

performance, statistical analysis, telecommunications and linking mainframe machines to personal computers.

Knowledge of data base management systems, including TSO/SPF, the Statistical Analysis System (SAS), ADABAS/NATURAL, revelation or other computer language as needed. Skill in perceiving system interactions and relationships from a study of proposed system specifications. Ability to communicate orally and in writing with all levels of management regarding policy matters that pertain to the Division and specification requirements.

Factor 2, Supervisory Controls - Level 2-5 (650 points)

How Work Is Assigned - The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency.

Employee Responsibility - The employee: (1) is responsible for a significant agency or equivalent level IT program or function; (2) defines objectives; (3) interprets policies promulgated by authorities senior to the immediate supervisor and determines their effect on program needs; (4) independently plans, designs, and carries out the work to be done; and (5) is a technical authority.

How Work Is Reviewed - The supervisor: (1) reviews work for potential impact on broad agency policy objectives and program goals; (2) normally accepts work as being technically authoritative; and (3) normally accepts work without significant change.

Factor 3, Guidelines - Level 3-5 - (650 points)

Guidelines Used - The employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation.

Judgment Needed - The employee uses judgment and ingenuity and exercises broad latitude to: (1) determine the intent of applicable guidelines; (2) develop policy and guidelines for specific areas of work; and (3) formulate interpretations that may take the form of policy statements and guidance. Top agency management officials and senior staff recognize the employee as a technical expert.

The administrative policies and precedents are applicable but in most cases are stated in general terms. Guidelines to perform the work in the IT security areas are scarce or of limited use.

The employee uses initiative and resourcefulness to deviate from traditional methods and patterns to develop new methods and criteria, or proposes new policies in relation to the Branch and

Division needs, including isolating areas appropriate to further study, and devises and plans projects to define specific objectives.

Because of the emerging technical advances made in the IT security field, judgment is required to develop ways to obtain data on, and evaluate the significance of these technical

advances in the Division's IT security operations. The employee provides subject matter expertise to develop the Branch and Division guide-lines to apply to IT personnel use of the security portion of the overall systems software. While these guidelines may affect the work performed, the incumbent uses ingenuity and judgment to make either departures or adaptations to deal with such problems as limited resources or the need to generate new contract terms. The incumbent also recommends guidelines to meet the needs of the projects based upon experience, studies of IT related literature or interaction with outside information technology experts.

Factor 4, Complexity - Level 4-5 - (325 points)

Nature of Assignment -Work consists of exercising overall responsibility for the continuing functionality of all servers in the enterprise LAN.

What Needs To Be Done -Performs the following duties: (1) develops standards and criteria for assessing server performance; and (2) oversees their application by administrators throughout the enterprise LAN.

Difficulty and Originality Involved -Exercises considerable judgment in developing performance standards that can be applied uniformly throughout the LAN and for identifying actions required to correct performance deficiencies.

Nature of Assignment -Work consists of serving as local area network (LAN) manager for agency wide LAN systems.

What Needs To Be Done -Performs the following duties: (1) identifies and controls all LAN hardware and software configuration; (2) develops technical standards and procedures for LAN development, implementation, and management; (3) establishes performance management metrics; and (4) evaluates overall LAN performance against relevant standards.

The work also involves providing technical advice and consultation to LAN administrators throughout the agency.

Difficulty and Originality Involved -Exercises considerable judgment to: (1) keep abreast of the rapid evolution of networking technologies; (2) maintain continual vigilance against threats to network confidentiality, integrity and availability; and (3) constantly determine ways to efficiently apply scarce resources.

The incumbent is involved to determine user requirements, the development of system components, and training of systems users. Because of the Agency's role in controlling technical information, the requirements to protect industry's trade secrets proprietary rights under existing Federal statutes, a wide variety of data must be evaluated to process formulating overall recommendations to meet Agency's ADP security requirements as well as giving consideration to probable future changes that would impact data element selection. This involves work on a number of the stages of automation projects. Many of the problems addressed require unusual depth in TSO/SPF, NATURAL and SAS as they are the primary tools of the incumbent.

Four computer systems environments (mainframe, minicomputer, LAN and micro) are used to complete work assignments and knowledge of data base management concepts and procedures are required. The incumbent must be familiar with other software and hardware systems used by OTOP such as CUS, PENTA, CAIR, DBASEIII and others.

Factor 5, Scope and Effect - Level 5-5 - (325 points)

Scope of the Work-Work involves: adapting and implementing systems diagnostic and maintenance tools to ensure the availability and functionality of systems required to support organizational objectives; and evaluating and recommending selection of new systems diagnostic tools.

Effect of the Work -Work affects the availability of systems needed to meet the organization's business requirements.

Scope of the Work- Work involves: leading an enterprise-level network project, such as establishing connectivity for new mission requirements or new customer organizations or accommodating changes in legislation; and carrying out the full range of project management functions from project planning through evaluation and reporting of project accomplishments.

Projects typically involve coordinating the work of other network specialists, technical specialists from other disciplines, and customer representatives.

Effect of the Work -Work ensures the capability of the network services program to respond to new and changing requirements.

The employee serves as a technical authority in information technology management; his/her advice and efforts affect the work of IT experts within and outside the agency. The work products are used to develop regulations for a wide range of Agency environmental activities as well as activities of private industry who are involved in producing any chemical or toxic substance that could cause harm to the country's environment.

The approach used affects the design and modification of systems that are used by OTOP/HDSD/Branch or their contract agents. The effects of the work products relate to the accuracy of analyses which may be used in regulating industry and the timeliness of management information systems reporting for determining progress in the review of industry data submitted to the Agency.

Factors 6 and 7, Personal Contacts and Reasons for Contacts- Level 4-d (280 points)

Contacts are with OTOP managers, professional and clerical staff, contractors, IT and user personnel within the Agency, representatives of other Federal agencies, and representatives of vendors and contractors.

In addition to coordinating OTOP/HDSD/DSDB IT project efforts and advising IT, private contractors and others on the proper use of the IT procedures, a significant requirement exists to advise top Agency IT and other officials on IT program progress and to justify needed changes regarding long range IT plans and related policy.

The employee must be skillful to approach the contractor or others to obtain the desired effects, such as gaining compliance with established Division, OTOP, OEI and Agency established policies and regulations by persuasion or negotiation by establishing rapport with a reluctant or suspicious manager, contractor or group of workers.

Factor 8, Physical Demands - Level 8-1 - (5 points)

The work is sedentary.

Factor 9, Work Environment - Level 9-1 - (5 points)

The work is performed in a typical office setting.

Total Points 3790

GS-2210-14